



Tip Sheet: How to Register for MySchool

Purpose: Step by step guide for registering to use the MySchool website, where you can view and download current information about your school's NAEP 2009 participation.

Step 1. Open the Internet browser and type: <http://www.mynaep.com>

Step 2. Click the "New MySchool users REGISTER here!" link.

NAEP
NATIONAL ASSESSMENT
OF EDUCATIONAL
PROGRESS

MYNAEP

National Assessment of Educational Progress

Welcome

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as the "Nation's Report Card." This website provides NAEP-related information to states, districts, and schools and is designed and maintained by Westat. MyNAEP serves as a portal to MySchool, a website providing NAEP assessment information to school and district personnel.

Login New MySchool users **REGISTER** here!

Please enter your user name and password to enter MySchool/MyNAEP

User Name: Password:

[Forgot Your Password?](#) | [Disclaimer](#)

Best viewed with Internet Explorer 6

Step 3. Enter your 12-digit **MySchool Registration ID** (provided by your NAEP state coordinator), fill in all of the starred information, including your name, title, phone, email and password, then click "Continue."

If you are district personnel, make sure to use your district's 7-digit MySchool registration ID rather than a school's registration ID.

National Assessment of Educational Progress

Completing this form will register you with the MySchool website. Upon submitting and confirming your registration information, you will be given a user name and password to enter each time you access MySchool.

If you've **already registered** but forgot your user name and password, go to the "[Forgot Your Password](#)" page to retrieve it.

MySchool Registration

[Registration Help](#)

* Required Fields

MySchool Registration ID: 482364002388

* First Name: Susan

Last Name: Smith

Title: Principal

Phone Number: 333-999-4444

Extension:

E-mail Address: smith@mysch.edu

Confirm E-mail Address: smith@mysch.edu

* Choose Password: smithreg


School Coordinator: No

Click Continue

You can click on "Registration Help" for assistance with filling out this section.

Step 4. Once "Continue" is clicked, the registration confirmation screen appears:

Review your data, then either click **Back** to make corrections, or **Confirm** to complete registration.

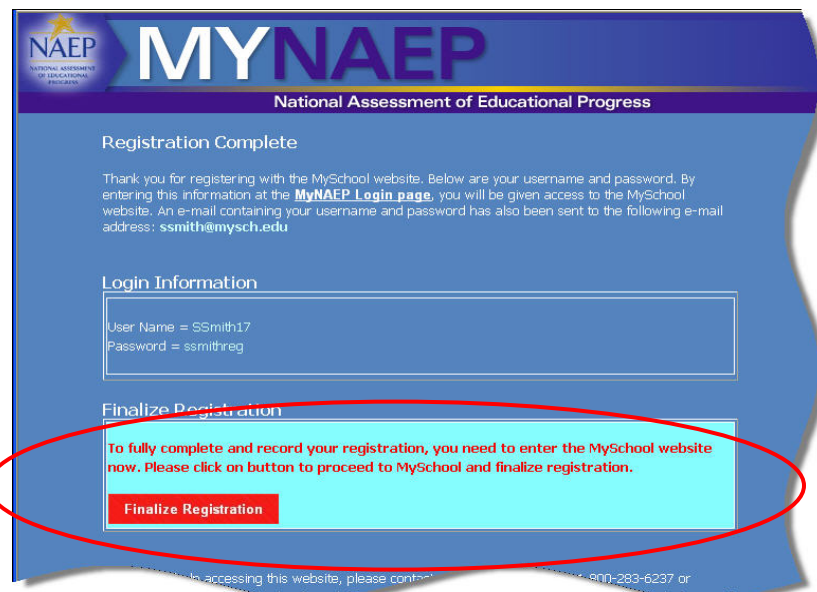


The screenshot shows the 'MySchool Registration' confirmation screen. It lists the following information: District: HOUSTON ISD, School: ANDERSON EL, MyNAEP Registration ID: 482364002388, First Name: Susan, Last Name: Smith, Title: Principal, Phone: 333-999-4444, Extension: (blank), Email Address: ssmith@mysch.edu, Confirm Email Address: ssmith@mysch.edu, Choose Password: ssmithreg, and School Coordinator: No. At the bottom, there are two buttons: 'Back' and 'Confirm to Complete Registration'.

Step 5. The **Registration Complete** screen provides your user name and password and a link to log in to MySchool for the first time.

To fully complete registration you must click on **Finalize Registration** and log into MySchool.

You will also receive an email containing your login information.



The screenshot shows the 'Registration Complete' screen. It includes the NAEP logo and the text 'MYNAEP National Assessment of Educational Progress'. Below this, it says 'Registration Complete' and provides a thank you message. It then displays 'Login Information' with 'User Name = SSmith17' and 'Password = ssmithreg'. At the bottom, there is a section titled 'Finalize Registration' with a red button labeled 'Finalize Registration'. A red oval highlights this section.

Tip: If you have further questions about registering for MySchool, please contact Mike Chapman, NAEP State Coordinator, via e-mail: mchapman@mt.gov or telephone (406) 444-3450.



Note: There is no limit to the number of people who can register for MySchool under the same Registration ID.

Step 6. **Your MySchool Website.** Step 1 of the MySchool website gives you access to materials that provide an overview of NAEP in your school and a link for you to complete the NAEP 2009 School Data Collection Form.

MYNAEP HOME
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

MY SCHOOL
Admire Element

STEPS 1 NAEP Program 2 The Student Sample

Step 1
Your school has been selected to represent schools across our state and nation by participating in the 2009 administration of the National Assessment of Educational Progress (NAEP). Students in grade 4 will be assessed on . The MySchool site will provide you with timely information between now and your scheduled assessment date.

✓ **What You Need to Do In This Step**

- Complete the School Data Collection Form. The first activity required of all participating schools is to complete the NAEP 2009 School Data Collection Form. This form provides NAEP with up-to-date information about your school. The new information will appear on MySchool after your NAEP State Coordinator approves the changes.
- Download Measure Up Newsletters.

A Word From Your NAEP State Coordinator

Read what your NAEP State Coordinator, State Coordinator, has to say about the assessment:

Welcome, and thank you for participating! There will be a number of activities occurring over the next few months. This website is designed to walk you through each one. The school coordinator will be notified by e-mail whenever a new step has been posted.

If you have any questions, feel free to contact me at NAEPSSC@westat.com

NAEP 2009 In Your School

- See the Facts for Principals (4 MB, PDF file) for information about how NAEP is administered.
- NAEP 2009 in Your School - Grades 4 and 8 (82 KB, PDF file) provides information that will help prepare your school and students for NAEP participation.
- NAEP 2009 in Your School - Grades 4 and 8 - School Coordinator Responsibilities (MB PDF file) provides information that will help prepare your school for NAEP participation.



To periodically check your MySchool page in the future, simply return to the www.mynaep.com home page, as shown below, and enter your User name and Password in the space provided.

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